

**ORDER OF ASSEMBLY FOR**  
**WARRANT OFFICER APPOINTMENT PACKETS**

NAME/RANK: \_\_\_\_\_

UNIT: \_\_\_\_\_

\_\_\_\_\_ **NGB FORM 89** (FRB – completed by LANG-J1-PO if applicable)

\_\_\_\_\_ **NGB FORM 62E** (p1: include branch, current enlisted rank & unit / p2: Civ & Mil Edu / p 3: Active Fed Time/ Nat'l Guard or Reserve Time & obligation stmt / p 4: have soldier sign top endorsement / p5: completed by O-Branch)

\_\_\_\_\_ **NGB FORM 337** (Soldier needs to complete and sign Sections 1 & 2; Authorized Official from LAARNG (must out rank Soldier applying for appointment) will need to sign; date needs to be left blank)

\_\_\_\_\_ **APPOINTMENT BONUS DOCUMENTS** (if applicable-to verify position eligibility)

\_\_\_\_\_ **MSO STATEMENT OF UNDERSTANDING** (For all new Initial Appointment) (IF APPLICABLE)

\_\_\_\_\_ **MOS PROPONENT APPROVAL (WOC) FOR ENTRY INTO WO PROGRAM** (IF APPLICABLE)

\_\_\_\_\_ **DD FORM 368 CONDITIONAL RELEASE** (required if a Soldier is transferring from an Army Reserve unit, USAR Control Group – IRR – including SMP/ROTCs)

\_\_\_\_\_ **MILITARY EDUCATION** (DA FORM 1059/DIPLOMA for current grade/branch OR WOC graduate documents)

\_\_\_\_\_ **CIVILIAN EDUCATION** (MUST HAVE AT LEAST HIGH SCHOOL DIPLOMA; IF SUBMITTING COLLEGE TRANSCRIPTS, MUST BE ORIGINAL FOR SIDPERS INPUT)

\_\_\_\_\_ **SF 2807-1 and SF 2808 or SF 88 & SF 93** (New appointments – must be w/in 2 years; all others within 5 years)

\_\_\_\_\_ **Annual Medical Certificate** (if physical is over 1 year old)

\_\_\_\_\_ **DA FORM 5500 - BODY FAT CONTENT WORKSHEET** (IF APPLICABLE)

\_\_\_\_\_ **COPY OF SSN CARD OR STATEMENT** (SEE FIG 3-3 NGR 600-101)

\_\_\_\_\_ **BIRTH CERTIFICATE OR STATEMENT** (SEE FIG 3-2 NGR 600-101; see max age limits, 2-7b NGR 600-101, and submit waiver requests if applicable)

\_\_\_\_\_ **VERIFICATION OF SECURITY CLEARANCE:**

\_\_\_\_\_ Final clearance was issued \_\_\_\_\_ Date Investigation was completed  
(See FIG 3-5 NGR 600-100 - - do not make copies of 873 for already granted/final clearances)

**OR**

\_\_\_\_\_ **Interim issued for 180 days** \_\_\_\_\_ Date Interim Expires \_\_\_\_\_ Stmt of Understanding  
(New memos will need to be submitted if older than 180 days at date of commission)

\_\_\_\_\_ **PRIOR SVC APPT ORDERS and PROMOTION ORDERS for each grade/rank held**

\_\_\_\_\_ **DD FORM 214/NGB FORM 22/Retirement Points** - must have forms to document all prior service time (enlisted and officer)

\_\_\_\_\_ **STMT OF UNDERSTANDING IF UNABLE TO COMPLETE 20 YRS OF SVC FOR RETIRED PAY**

\_\_\_\_\_ **AWARD ORDERS AND CITATION** (IF APPLICABLE)

\_\_\_\_\_ **PAY DOCUMENTS FOR SIDPERS INPUT**

\_\_\_\_\_ SGLV 8286 / DD Form 93

\_\_\_\_\_ DA FORM 3685

\_\_\_\_\_ SF 1199A

\_\_\_\_\_ **OER Information** (will be rated by: \_\_\_\_\_ Sr. Rater: \_\_\_\_\_ )

**POC submitting packet:** \_\_\_\_\_ **POC phone number:** \_\_\_\_\_